

September 14, 2022



El Centro Hispano
2000 Chapel Hill Road Suite 26A
Durham, NC 27707
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Job Title: Emergency Financial Assistance - Community Specialist

El Centro Hispano. Our vision, the Hispanic/Latina/Latinx community strengthening and advancing people in North Carolina and beyond. Our mission, El Centro Hispano works to strengthen the community, build bridges, and advocate for equity and inclusion.

Department: Community Support

El Centro Hispano's Community Support Department works to increase access to information, tools, and resources needed by community members to address their needs and/or achieve their goals. Services include information and referral, case management, linkage to area resources, interpretation/translation, legal clinics, immigrant assistance, community forums, and other enabling support or consultation needed. By providing these services, the staff gathers data, identifies concerns, and tracks service barriers to later work with service providers on making improvements.

Reports to: Community Support Coordinator

Summary of Responsibilities: The Emergency Financial Assistance Community Specialist facilitates information and essential financial assistance for household utilities through various programs and funds available to the community. The ideal candidate has the ability to communicate effectively, empathically, and with compassion.

Specific Responsibilities, but not limited to:

- Prepare appointment calendars to meet with community members in need of assistance.
- Travel between our offices in Raleigh, Durham, and Carrboro throughout the week
- Maintain excellent files, records, and documentation for each request.
- Communicate and coordinate effectively with the community support team and community members.
- Participate in the general activities, other departmental activities, departmental and staff meetings, and staff retreat of El Centro Hispano.
- Keep track of mileage, receipts, timesheet and weekly work-plan.
- Submit work-plans and any expenses to the supervisor on a weekly basis.

Qualifications:

- Bilingual Spanish/English required.
- Reliable transportation.
- Passion for working with diverse populations.
- Excellent oral and written communication skills and motivational speaking skills
- Ability to work equally well independently and as a part of a team
- Self-organized and with an understanding of basic administrative structures (such as keeping records, submitting data, filing forms)

- Basic computer skills (office, email, drives, social media, etc)

Hours per week: Full-time (occasionally weekends and evenings)

Salary range: commensurate to experience and qualifications

Benefits: Health insurance benefit, dental option, and opportunity to invest in an ECH sponsored retirement plan.

How to apply: Please send email a resume and cover letter with your interest for this position to [Claudia Urrego](mailto:Claudia.Urrego@elcentronc.org) at currego@elcentronc.org